**校内单位/部门： 年 月 日 共附凭证 张**

 **差旅费用报销单**

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| **月** | **日** | **时间** | **出发地** | **月** | **日** | **时间** | **到达地** | **机****票****费** | **车****费** | **船****费** | **住宿费** | **出差补助** | **其他支出** | **合计** |
| **实支** | **标准** | **标准** | **天数** | **金额** |
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| **合 计** |  |  |  |  |  |  |  |  |  |  |
| **报销金额（大写）人民币：** |  **万 仟 佰 拾 元 角 分** | **报销金额（小写）** |  |
| **出差任务** |  | **出差人员** |  | **预借金额** |  |
| **结余或超支** |  |
| **结算方式** | **□ 现金 □ 电汇****□ 支票 □ 公务卡 □还款** | **收款人信息** | **户 名：****开户行：****账 号：** |

**单位/部门或项目经费审批（签字）： 经办人员（签字）：**